

1985

Student Handbook 1985-1986

Governors State University

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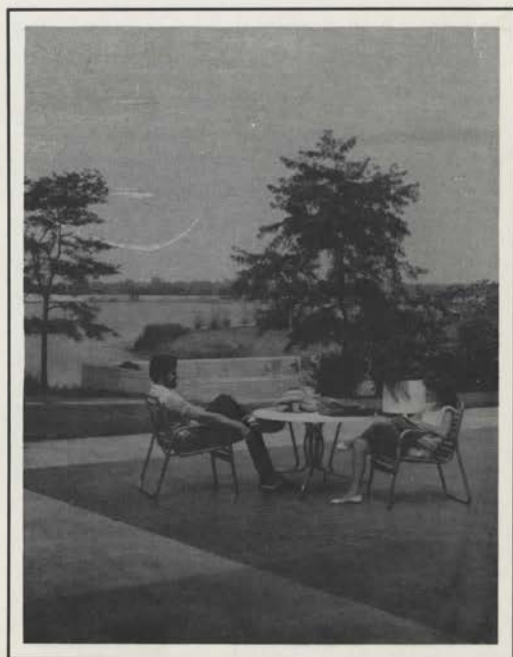
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GOVERNORS STATE UNIVERSITY

STUDENT HANDBOOK

GSU ARCHIVES



1985-1986

GOVERNORS
STATE
UNIVERSITY

Student Handbook

1985-1986



Governors State University is an affirmative action/equal employment opportunity university which administers its educational and employment programs in compliance with federal, state and local laws and does not discriminate on the basis of race, color, national origin, religion, sex, age or handicap.

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1985 - 1986 Academic Calendar

FALL TRIMESTER 1985

Financial Aid Priority Date for 1985-86 Academic Year	Wed., May 1
Advance Registration	Mon.-Fri., July 15-August 2
Admission Application and Credential Deadline for Fall Trimester	Fri., August 16
Open Registration and Fee Payment	Tues., Wed., August 27, 28
HOLIDAY — Labor Day	Mon., September 2
Classes Begin (Blocks 1 and 2)	Tues., September 3
Add/Drop and Late Registration (Hours: 3-8 p.m., Mon.-Thurs.; 3-5 p.m., Fri.; 8:30 a.m. - Noon, Sat.)	Tues.-Thurs., September 3-12
Block 2 (Adds Only)	Tues.-Mon., September 3-9
100% Refund Deadline (Blocks 1 and 2)	Mon., September 16
50% Refund Period (Total Withdrawal Only)	Tues.-Mon., September 17-30
Applications for Fall Trimester Graduation (December) Due in Colleges	Tues., October 1
Withdrawal Deadline (Block 2)	Mon., October 7
Block 2 Ends	Wed., October 23
Classes Begin (Block 3)	Thurs., October 24
Add/Drop and Late Registration (Block 3)	Thurs.-Wed., October 24-30
Grades for Block 2 Courses Due in Registrar's Office from Faculty	Noon, Fri., October 25
100% Refund Deadline (Block 3)	Wed., November 6
Block 3 — 50% Refund Period (Total Withdrawal for Trimester)	Thurs.-Wed., November 7-20
Withdrawal Deadline (Block 1)	Mon., November 11
Advance Registration for Winter 1986 Trimester	Wed.-Wed., November 13-December 4
Last Date by Which Instructors May Accept Coursework Toward Removal of Incompletes ("E's" from W85 and "I's" from S/S85)	Mon., November 18
Withdrawal Deadline (Block 3)	Wed., November 27
HOLIDAY — Thanksgiving Recess Begins	Thurs., November 28
Classes Resume	Mon., December 2
Admission Application and Credential Deadline for Winter Trimester	Fri., December 20
End of Fall Trimester (5:00 p.m.)	Sat., December 14
Diploma Date	Sat., December 14
Grades for Blocks 1 and 3 Courses Due in Registrar's Office from Faculty	Noon, Tues., December 17
Graduation Processing Deadline for Fall 1985	Fri., January 10

WINTER TRIMESTER 1986

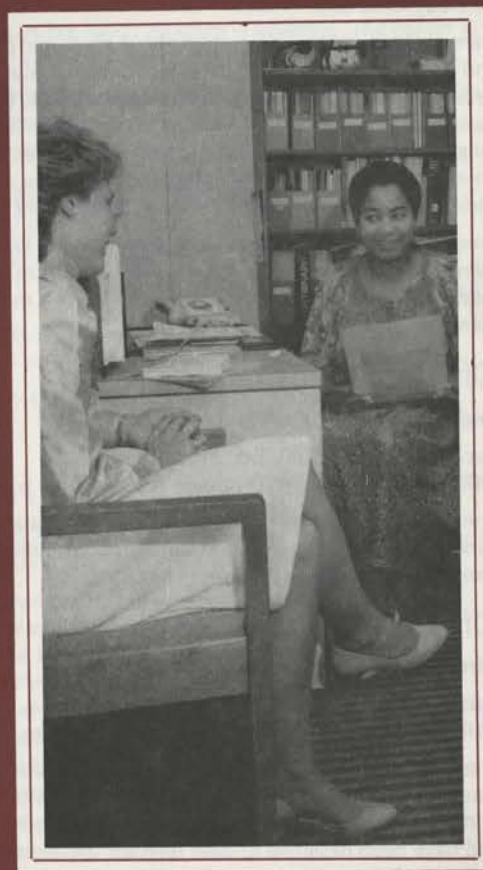
Advance Registration	Wed.-Wed., November 13-December 4
Admission Application and Credential Deadline for Winter Trimester	Fri., December 20
Open Registration and Fee Payment	Tues., Wed., January 7, 8
Classes Begin (Blocks 1 and 2)	Mon., January 13
Add/Drop and Late Registration (Hours: 3-8 p.m., Mon.-Thurs.; 3-5 p.m. Fri.; 8:30 a.m. - Noon, Sat.)	Mon.-Wed., January 13-22
Block 2 (Adds Only)	Mon.-Sat., January 13-18
HOLIDAY — Martin Luther King's Birthday (Observed)	Mon., January 20
100% Refund Deadline (Blocks 1 and 2)	Fri., January 24
50% Refund Period (Total Withdrawal Only)	Sat.-Fri., January 25-February 7
Applications for Winter Trimester Graduation (April) Due in Colleges	Mon., February 3
HOLIDAY — Lincoln's Birthday (Observed)	Wed., February 12
Withdrawal Deadline (Block 2)	Mon., February 17
Block 2 Ends	Wed., March 5
Classes Begin (Block 3)	Thurs., March 6
Add/Drop and Late Registration (Block 3)	Thurs.-Wed., March 6-12
Grades for Block 2 Courses Due in Registrar's Office from Faculty	Noon, Fri., March 7
Advance Registration for Spring/Summer 1986 Trimester	Wed.-Wed., March 19-April 9
Last Date by Which Instructors May Accept Coursework Toward Removal of Incompletes ("E's" from S/S85 and "I's" from F85)	Mon., March 31
100% Refund Deadline (Block 3)	Wed., March 19
Block 3 — 50% Refund Period (Total Withdrawal for Trimester)	Thurs.-Wed., March 20-April 2
Withdrawal Deadline (Block 1)	Mon., March 24
Withdrawal Deadline (Block 3)	Wed., April 9
Admission Application and Credential Deadline for Spring/Summer 1986 Trimester	Fri., April 18
End of Winter Trimester (5:00 pm)	Sat., April 26
Diploma Date	Sat., April 26
Grades for Blocks 1 and 3 Courses Due in Registrar's Office from Faculty	Noon, Tues., April 29
Graduation Processing Deadline for Winter 1986	Tues., May 13

SPRING/SUMMER TRIMESTER 1986

Advance Registration	Wed.-Wed., March 19-April 9
Admission Application and Credential Deadline for Spring/Summer Trimester	Fri., April 18
Open Registration and Fee Payment	Tues., Wed., April 29, 30
Classes Begin (Blocks 1 and 2)	Mon., May 5
Add/Drop and Late Registration (Hours: 3-8 p.m., Mon.-Thurs.; 3-5 p.m., Fri.; 8:30 a.m. - Noon, Sat.)	Mon.-Wed., May 5-14
Block 2 (Adds Only)	Mon.-Sat., May 5-10
100% Refund Deadline (Blocks 1 and 2)	Fri., May 16
50% Refund Period (Total Withdrawal Only)	Sat.-Fri., May 17-30
HOLIDAY — Memorial Day (Observed)	Mon., May 26
Applications for Spring/Summer Trimester Graduation (August) Due in Colleges	Mon., June 2
Withdrawal Deadline (Block 2)	Mon., June 9
COMMENCEMENT (for August 1985, December 1985 graduates, and April 1986 Candidates)	Sat., Sun., June 7, 8
Admission Application and Credential Deadline for Summer Session (Block 3)	Fri., June 20
Block 2 Ends	Wed., June 25
Classes Begin (Block 3)	Thurs., June 26
Add/Drop and Late Registration (Block 3)	Thurs.-Wed., June 26-July 2
Grades for Block 2 Courses Due in Registrar's Office from Faculty	Noon, Fri., June 27
HOLIDAY — Independence Day	Fri., July 4
100% Refund Deadline (Block 3)	Thurs., July 10
Block 3 — 50% Refund Period (Total Withdrawal for Trimester)	Fri.-Thurs., July 11-24
Withdrawal Deadline (Block 1)	Mon., July 14
Last Date by Which Instructors May Accept Coursework Toward Removal of Incompletes ("E's" from F85 and "I's" from W86)	Mon., July 21
Advance Registration for Fall 1986 Trimester	Wed.-Wed., July 16-August 6
Withdrawal Deadline (Block 3)	Wed., July 30
Admission Application and Credential Deadline for Fall Trimester	Fri., August 15
End of Spring/Summer Trimester (5:00 pm)	Sat., August 16
Diploma Date	Sat., August 16
Grades for Blocks 1 and 3 Courses Due in Registrar's Office from Faculty	Noon, Tues., August 19
Graduation Processing Deadline for Spring/Summer 1986	Wed., September 3



Student Affairs and Services



Office of the Dean

Dean, Student Affairs and Services: M. Catherine Taylor (acting)

Located: Room C1600, Ext. 2553

Office Hours: Monday-Friday, 8:30 a.m.-5 p.m.

Student Affairs and Services (SAS) consists of the individual units of Admissions and Student Recruitment, Financial Aid, Registrar, Student Life, and Student Development (counseling, learning assistance, placement, and testing).

The dean of SAS is available to discuss student concerns relating to the functions of any of the offices of Student Affairs and Services and to facilitate the resolution of student complaints, grievances, and conduct problems.

Office of Admissions and Student Recruitment

Director of Admissions and Student Recruitment: Richard Pride

Located: Room C1300, Ext. 2518

Office Hours: Monday-Thursday, 8:30 a.m. - 8 p.m.; Friday, 8:30 a.m. - 5 p.m.; and Saturday, 9:00 a.m. - Noon.

Here you can obtain information about academic programs, preadmission information and counseling regarding criteria for admission, curriculum, degree requirements, procedures and credential evaluation. Applications, transcripts and other credentials required for admission are forwarded to this office. This office is also responsible for planning, organizing and directing the student recruitment program. The admission counselor for international students can help you with admission and application procedures, and forms necessary for the Department of Immigration and Naturalization.

Preadmission counseling is available, with or without an appointment, during the following hours: Monday and Thursday, 1-8 p.m.; Tuesday and Wednesday, 9 a.m. -5:30 p.m.; Friday, 1 - 5 p.m.; and Saturday, 9 a.m. - Noon. An appointment is recommended.

Office of Registrar

Registrar: Sarah A. Crawford

Located: Room C1100, Ext. 2165

Office Hours: Monday-Thursday, 8:30 a.m. - 8 p.m.; Friday, 8:30 a.m. - 5 p.m.

The registrar is the official keeper of all your student records. Certification of attendance, graduation, registration, add/drop, withdrawals, academic grade reports, and transcript requests are processed here.

Office of Student Life

Director: T. L. Dascenzo

Located: Room A2200, Ext. 2123

Office Hours: Monday-Friday, 8:30 a.m. - 5 p.m. (Evenings by appointment).

The Office of Student Life offers a comprehensive program of activities and services. Students, faculty, and staff can avail themselves of these on campus co-curricular opportunities. The following programs are administered through the Office of Student Life and have been designed to offer relevant university student life experiences for a commuter student population.

STUDENT CENTER

Located: Room A2200, Ext. 2123 or 2124

Hours: Monday-Thursday, 8:30 a.m. - 9 p.m.; Friday, 8:30 a.m. - 5 p.m.; Saturday, 8:30 a.m. - Noon

Open to all students, faculty, and staff, the Student Center (SC) contains staff offices, a pool table, foosball, table tennis, electric typewriters, a conversation area, student government offices, a student resource office, and a lounge area with television for relaxing. Student leader and student organization mailboxes are also located in the center.

The following offices are also administered through the Office of Student Life:

CHILD CARE CENTER

Child Development Supervisor: Geri Dalton

Located: Room A1700, Ext. 2552

Hours: Monday - Thursday, 8 a.m. - 10:30 p.m.; Friday, 8 a.m. - 5 p.m.; and Saturday*, 8 a.m. - 1 p.m.

The Child Care Center is open to the children of all students, faculty, and staff. It provides children with structured activities and meets all regulations of the Illinois Department of Children and Family Services. A hot lunch program is available. The center accepts toilet trained children, ages 2 - 12. CHILDREN MUST BE REGISTERED.

A Child Care Advisory Committee, composed of students, staff, and faculty, recommends policy governing the Child Care Center.

*Based on enrollment.

FACILITIES SCHEDULING AND CONFERENCE COORDINATION

Located: Room D1001, Ext. 2514 or 2515

Hours: Monday-Friday, 8:30 a.m. - 5 p.m. (Evenings by appointment)

INFORMATION OFFICE

Located: Main entrance area, Ext. 2464

Hours: Monday-Friday, 8:30 a.m. - 8 p.m. and Saturday, 8:30 a.m. - 12:30 p.m.

For further information on these offices, see page 23.

STUDENT RESOURCE OFFICE

Located: Room A1803, Ext. 2569

Hours: Monday-Friday, 8:30 a.m. - 9 p.m. and Saturday, 8:30 a.m. - Noon

The Student Resource Office provides services to students, faculty, and staff on campus. The following services are available:

- Camping and recreational gear use
- Community housing information
- Complimentary student event tickets
- Great America Amusement Park reduced ticket information
- Emergency weather shuttle information and jumper cables
- Nonphoto and photo I.D. cards and student lockers
- Plitt and General Cinema ticket information and schedules
- Reduced theatre admission coupons
- Transportation information on carpooling and public transportation

INTRAMURAL AND RECREATIONAL ACTIVITIES

Located: Student Center and YMCA, Ext. 2123 or 2124

Students have the opportunity for leisure activities on campus. Table tennis, pool, and electronic games are available in the Student Center. YMCA student memberships can be purchased at the "Y" Office for \$4 a trimester. Special intramural activities are offered through the Office of Student Life each year.

STUDENT REPRESENTATIVE TO THE BOARD OF GOVERNORS

Located: Student Senate Office, Room A1802, Ext. 2260

Hours: By appointment

The Board of Governors (BOG) of State Colleges and Universities governs Governors State University and four other Illinois state universities. One Governors State student is elected in May of each year to serve a one-year term beginning July 1.

STUDENT ADVISORY COMMITTEE TO THE ILLINOIS BOARD OF HIGHER EDUCATION (IBHE)

Located: Student Senate Office, Room A1802, Ext. 2569

Hours: By appointment

The Student Advisory Committee advises the IBHE on student concerns. Governors State University elects one student member each year prior to July 1 to this committee.

STUDENT CLUBS AND ORGANIZATIONS

Students can form their own recognized organization or participate in established ones. Club charter forms are available in the Student Resource Office. Clubs and organizations are open to all students.

STUDENT SENATE

Located: Student Senate Office, Room A1802, Ext. 2260

Hours: By appointment

Students have the opportunity to participate in the university governance process. The present student senate is composed of 21 members. Senate elections are held each fall in October and are open to all students carrying at least five credit hours each trimester.

INNOVATOR

Located: Room A1801, Ext. 2140

Hours: By appointment

This is the student newspaper on campus. It publishes on a biweekly basis. Paid and volunteer student positions are usually available each trimester. Students can submit letters and articles directly to the paper.

STUDENT PROGRAM ACTION COUNCIL

Located: Room A1805, Ext. 2569

Hours: By appointment

This Council is responsible for receiving and recommending approval of grants for socio-cultural programming that are designed as university-wide events.

STUDENT ORGANIZATION COUNCIL

Located: Room A1805, Ext. 2569

Hours: By appointment

The Student Organization Council (SOC) is composed of one student representative from each student club and organization on campus. The SOC is the governing body for all clubs on campus.

STUDENT COMMUNICATIONS MEDIA BOARD

Located: Room A2200, Ext. 2123 or 2124

Hours: By appointment

Composed of students and staff, the Student Communications Media Board (SCMB) serves as the publisher's representative for those student communications media which are funded wholly or in part by student activity fees and regulates all student media on campus.

LEADERSHIP SKILL DEVELOPMENT

Located: Room A2200, Ext. 2123 or 2124

Workshops, seminars, and conferences are offered by the Student Life staff each trimester. Training in leadership, and skills such as decision-making, problem-solving, budgeting, and programming are offered to those involved in student organizations who wish to develop their ability to lead.

STUDENT LIFE FUNDING SUPPORT

The Office of Student Life also provides funding support to the internationally acclaimed band of the College of Arts and Sciences, the Women's Resource Center, the Infinity Photography Gallery of CAS; and to the Placement office in the Office of Student Development.

CAMPUS MINISTRIES

Located: Student Center, Room A2200, Ext. 2123

Hours: By appointment

Staff: Father J. Stalzer

The Campus Ministries Council is an organization which affords clergy the opportunity to participate in the life of Governors State University. Individuals designated by their respective churches act as resource persons to faculty, staff, and students on spiritual matters. At present, Lutheran and Roman Catholic campus ministers are available in the Office of Student Life and observe regular office hours to serve the needs of the Governors State community.

The council conducts a weekly forum, "Theology for Lunch," at noon on Wednesdays, along with other activities of interest. All funding for council expenses is provided by participating ecclesiastical denominations.

Student Development

Associate Dean: Burton Collins

Located: Room B1400, Ext. 2413

The function of Student Development (SD) is to provide programs and services which facilitate the personal, academic, health, and career growth and development of students from their entry to graduation. The unit offers services and assistance on an individual and group basis which facilitate the resolution of students' needs, help to prevent the occurrence of potential problems and crises, and provide guidance and direction toward self-management.

Student Development consists of five interdependent units offering specific services to students. They are listed below.

COUNSELING CENTER

Located: Room B1400, Ext. 2142, 2431

Hours: Monday-Friday, 8:30 a.m. - 5 p.m.

The University Counseling Office—Students may talk with qualified persons about general problems, personal concerns, educational matters, and career-related issues in a thorough and confidential manner. Among the variety of services provided are confidential, individual and/or group counseling, which offer information and insights to help change behavior, make decisions, and develop appropriate future plans. Free workshops are offered which are designed to provide information and techniques to assist with personal, academic, and career concerns; in some cases referral to other resources inside and outside the university may also be suggested.

TESTING CENTER

Psychometrist: David Suddick

Located: Room B1400 (Student Development Office), Ext. 2158

Hours: Monday-Friday, 8:30 a.m. - 5 p.m.

Constitution Testing Hours: Tuesday-Thursday, 5-8 p.m.

The University Testing Office is designed to provide a comprehensive assessment program for problems of a personal, academic, and/or career nature and to provide cooperative services to faculty and other university units. Among the variety of services offered are free United States and Illinois Constitution testing to meet graduation requirements; information regarding national testing programs, e.g., GRE, GMAT, LSAT, etc.; administration of university English/writing and mathematics competency exams; administration of tests for Special Programs and Continuing Education courses; institutional administration of the CLEP and PEP exams; and individual ability and interests assessment.

CENTER FOR LEARNING ASSISTANCE

Located: Room A2100 (near YMCA), Ext. 2238

Hours: Monday-Thursday, 9 a.m. - 7:30 p.m.; Friday, 9 a.m. - 5 p.m.; and Saturday by appointment only.

Academic assistance for Governors State University students is offered through the Center for Learning Assistance (CLA) free of charge. Tutorial assistance is available in many course and academic skills areas such as mathematics, grammar, composition, vocabulary, reading; research paper and study techniques. Appointments can be made by telephone. CLA services are available on a first-come, first-served basis.

JOB LOCATION AND DEVELOPMENT

Coordinator: Daniel Kreidler

Located: Room B1400, Ext. 2128

Hours: Monday-Friday, 8:30 a.m. - 5 p.m.

The Job Location and Development Office assists students in securing part-time off-campus employment without regard to financial need. The office maintains a listing of part-time jobs; assists students in developing job search techniques, interviewing skills, and resume writing; maintains contact with area businesses to enhance job development and placement potentials; and conducts workshops in the area of student employment.

PLACEMENT OFFICE

Graduate Placement Officer: Mary Hughes

Located: Room B1400, Ext. 2163

Hours: Monday-Friday, 8:30 a.m. - 5 p.m.

The Placement Office helps students and alumni prepare for the job search and to find career and supplemental employment. The office maintains listings of full- and part-time employment; assists individuals and groups in resume development; provides a credential referral service; schedules employer on-campus job interviews; maintains reference materials such as salary surveys, employer directories, and free handout materials; and compiles a monthly job vacancy bulletin, "The Career Communique," available through subscription.

Health Insurance

Applications and information on optional health insurance are available in the Student Development Office, Room B1400.

Office of Financial Aid

Director: Clark Defler

Located: Room C1500, Ext. 2161

Hours: Monday - Thursday, 8:30 a.m. - 8 p.m., Friday 8:30 a.m. - 5 p.m.

The Office of Financial Aid (FA) at Governors State University provides, coordinates, and administers financial aid for our students.

Financial aid is money, or the opportunity to earn or borrow money, which helps Governors State students pay for their education. Applications and CSS Financial Aid Forms are available in this office. For deadline dates, contact the Office of Financial Aid. You are encouraged to apply early for all programs. The office is staffed by professional financial aid counselors, and it is a good idea to make an appointment with one for further information.

General requirements for financial aid:

1. You must be a citizen of the United States or a permanent resident.
2. You must be financially needy according to the College Scholarship Service (CSS).
3. You must be enrolled at least six hours per trimester to be eligible for grants, loans, and student employment.
4. You must be making satisfactory progress in the course of study in which you are enrolled in order to retain eligibility.
5. You must be a degree-seeking student.
6. You must be registered with Selective Service, if applicable.

Veterans Affairs

Coordinator: Doug McNutt

Located: Room C1500 (Office of Financial Aid), Ext. 2126

Hours: Monday - Friday, 8:30 a.m. - 5 p.m.

The Office of Veterans Affairs provides administrative assistance to veterans: Illinois Veterans Scholarship processing, G.I. Bill benefits certification, check problem inquiries, V.A. vocational rehabilitation processing, counseling referrals, and benefit information dissemination.

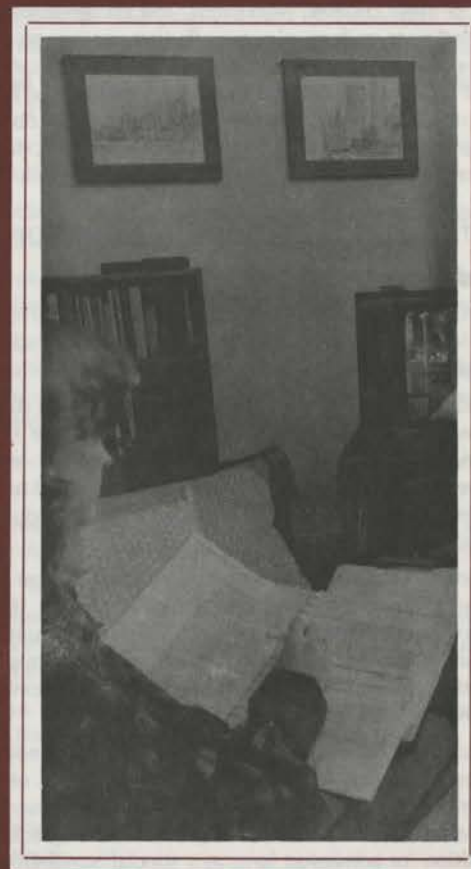
Student Comment Line

As a Governors State University student you may call with comments about your experiences at the university. If we can't resolve your problems, we can tell you who to contact with your concern. We also like to hear positive comments! The telephone number is (312) 534-0222.

Notary Public

A Notary Public is available in any one of the following Student Affairs and Services Offices to notarize student documents relative to university transactions: Registrar's Office, Student Development, Financial Aid, Office of Student Life, and Dean of Student Affairs and Services.

Office of Special Programs and Continuing Education



Office of Special Programs and Continuing Education

Dean: Richard Venneri

Located: Room F1300, Ext. 2319

Hours: Monday - Friday, 8:30 a.m. - 5 p.m.

The Office of Special Programs and Continuing Education (SPCE) is responsible for coordinating the activities of its three component offices: Continuing Education, Assessment, and Conferences and Workshops.

Office of Continuing Education

Located: Room F1300, Ext. 2121 or 2549

Hours: Monday-Friday, 8:30 a.m. - 5 p.m.

The Office of Continuing Education coordinates credit courses offered at off-campus sites.

All of these courses, workshops, and conferences are examined and approved by the appropriate college. Course offerings are announced in the trimester schedule; the Schedule of Workshops, Conferences, and Off-campus Courses; and in separate flyers and brochures published by the Office of Special Programs and Continuing Education. Information about these credit offerings may be obtained from the Office of Continuing Education (312) 534-5000, Ext. 2121 or 2549, from 8:30 a.m. to 5 p.m., Monday through Friday.

Off-campus Student Information

Registration Information

Students who plan to take Governors State University courses off campus may apply and/or register as degree-seeking students, students-at-large, or special nondegree students.

Students who wish to register as degree-seeking students must (1) submit their application and appropriate credentials to the Office of Admissions prior to the application/credential deadline for the term in which enrollment is desired (three to four weeks before registration), and (2) be admitted to the university prior to registration. (See *Governors State University Catalog* or *Schedule of Classes* for more detailed information.)

Students who wish to register as students-at-large and do not intend to earn a degree should complete an application and present their credentials at registration. An associate's degree or 60 semester hours (or 90 quarter hours) of "C" work at a regionally accredited institution are required to be admitted and registered as an undergraduate student-at-large. A bachelor's degree from a regionally accredited institution is required to register as a graduate student-at-large.

Students who wish to register as special nondegree students because they have specialized experience, but less than 60 hours of regionally accredited college level work, should present complete and official transcripts from all previous institutions attended, if applicable; and complete an undergraduate application for admission with a petition for admission form as a special nondegree student. The petition must be ap-

proved by an academic dean or his designee. Admission will be conditional pending receipt of all transcripts.

Residency Classification—Students should consult the residency classification rules stated in the *Catalog* to clarify their residency status for tuition purposes.

Tuition and Fees—Students taking off-campus courses are charged off-campus tuition. All students who attend workshops or conferences on campus or off campus are charged a conference fee which covers the cost of materials, meals (if served), and other conference and workshop expenses. Students registering for only off-campus courses do not pay a student activity fee.

Tuition rates for Academic Year 1985-86 are determined by the Board of Governors of State Colleges and Universities and are subject to change.

Credit Cards—The university accepts tuition and fee payment via MasterCard or VISA credit cards.

Financial Assistance—Veterans may be eligible for Illinois Veterans Scholarships or benefits under the G.I. Bill. Senior citizens are eligible for tuition waivers up to six credit hours per trimester. Additional state, federal, private, and university funds are also available. The general requirements for most programs are U.S. citizenship, need, enrollment in at least six hours of credit, and successful progress as a degree candidate.

Further information may be obtained from the Office of Financial Aid, (312) 534-5000, Ext. 2161 and Veterans Affairs, Ext. 2126.

Refunds—The refund policy for on-campus courses has been adopted as follows for off-campus courses which do not follow on-campus course schedules.

Students who drop an off-campus course before 20% of the course has been completed will be granted a 100% refund of tuition and fees.

Students who drop an off-campus course before 35% of the course has been completed and terminate their student status will be granted a 50% refund of tuition and fees.

Transcript Information—Students interested in earning credit and securing a transcript to verify this credit by a specific date should note that the trimester and block number of each course determines the date official transcripts will be available.

Official transcripts are issued by the Registrar's Office upon the student's written request. There is a fee of \$2 per transcript.

Transcripts are not issued for students with any university "hold" including those with outstanding financial obligations to the university or for students who have an Admissions Office hold.

Textbooks—Textbooks for off-campus courses are available from the bookstore at Governors State University and several other sources. Consult the instructor of each off-campus course for specific sources.

Library—Special arrangements have been made for students enrolled in off-campus courses to use the collections and borrow materials from the following libraries:

Chicago State University
DePaul University
Illinois Institute of Technology
Northeastern Illinois University
Roosevelt University
University of Illinois at Chicago

A special identification card available from the Office of Special Programs and Continuing Education is required to use these libraries.

Tutoring—Students who need help in writing, reading, and study skills in order to complete courses may request help from the Center for Learning Assistance on the Governors State campus.

For additional information about placement, tutoring, library resources, financial aid, and other services, consult the "Service and Support Units" section of this handbook.

Office of Conferences and Workshops

Director: Margaret (Peg) Donohue

Located: Room F1103, Ext. 2436

Hours: Monday-Friday, 8:30 a.m. - 5 p.m.

The Office of Conferences and Workshops (OCW) offers beginning planning advice, plus full administrative and logistical support for credit and noncredit conferences, workshops, and seminars. The office works closely with faculty, administrators, and staff, as well as outside organizations and individuals, to provide a wide variety of conferences and workshops.

Office of Assessment

Director: Otis Lawrence

Located: Room F1300, Ext. 2515

Hours: Monday, 8:30 a.m. - 8 p.m.; Tuesday-Friday, 8:30 a.m. - 5 p.m.

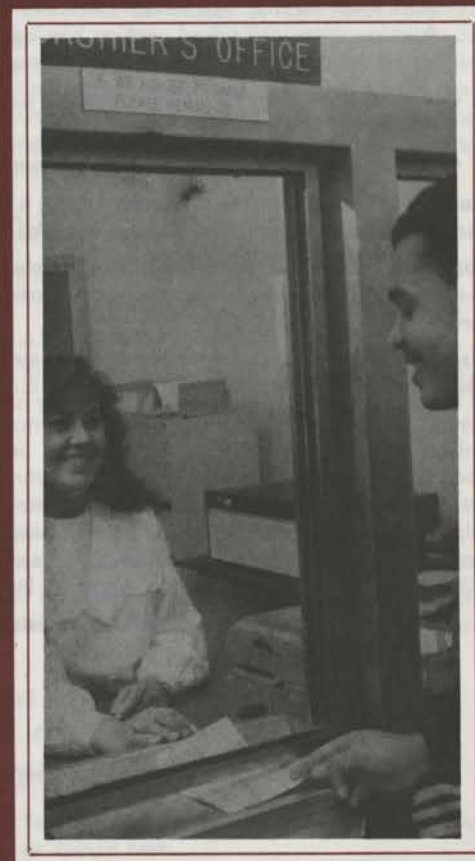
The Office of Assessment administers the following experiential learning programs:

BOG/BA (Board of Governors B.A. Degree Program)

CEEL (Credit through Evaluation of Experiential Learning)

Students interested in securing credit for admission to and/or for meeting degree requirements for various university majors should contact this office.

Service and Support Units



University Library

Director: Harvey Varnet

Located: Second floor over the main entrance, Ext. 2323

Office Hours: Monday - Thursday, 8:30 a.m. - 10 p.m.; Friday, 8:30 a.m. - 8 p.m.; Saturday, 8:30 a.m. - 5 p.m.

Actively supporting all academic programs at Governors State University, the University Library (UL) maintains an extensive collection of books (over 222,000 volumes) and periodicals (over 2,300 different magazines, scholarly journals, and newspapers), plus many materials and services beyond the usual scope of a library:

- Videotapes, films, slides, records, cassettes, models, games, transparencies, and the equipment to use them.
- Computer terminals linking 25 colleges and universities in Illinois are used to identify and charge out materials. Computer-assisted reference service is available to the library user.
- Over 355,000 research documents and other publications are available in microform, such as Educational Resources Information Centers (ERIC), Human Relations Files, Disclosure, college catalogs, and Envirofiche. (Reading equipment includes machines capable of printing eye-legible paper copies.)
- A continually changing collection of 250 recently published popular fiction and nonfiction books.
- Several thousand LP records and music scores.

Documents Collection—The University Library is a federal and state depository. More than 184,000 documents are shelved in this separate collection.

Materials Center—The University Library maintains textbooks, curriculum materials, juvenile fiction and nonfiction, and nonprint media as a resource for students in education.

Reserve Collection—Includes materials designated for short term loan by faculty for classes and has video cassettes for telecourses currently being taught.

Comprehensive Reference Service—The reference desk is staffed at all times when the University Library is open. In addition, information desks are staffed in Documents/Serials and in the Materials Center three hours a day. Library/bibliographic instructional tours can be arranged with Carl Peterson, Ext. 2331. Students can receive help for special projects by contacting the librarians specializing in their subject areas. They can also obtain a computer literature search by contacting Shannon Troy, Ext. 2236. There is a fee charged for the computer literature searches.

Business Administration, Public Administration—Carl Peterson, Ext. 2331.

Documents—Ann Glascoff, Ext. 2232.

Intercultural Studies—Gail Gradowski, Ext. 2532.

Materials Center—Lucille Kerr, Ext. 2329.

Fine and Performing Arts, Humanities/Social Studies, Communication—Shannon Troy, Ext. 2236.

Psychology and Counseling, Urban Teacher Education—JoAnn Buckley, Ext. 2542.

Science, College of Health Professions—Cathy Olson, Ext. 2543.

Serials—Louise Diodato, Ext. 2227.

A brochure describing the library in more detail is available at the circulation desk.

Parking

Parking at Governors State University is by permit only. Parking stickers may be purchased from the Cashier's Office. The cost is \$9 for a trimester sticker or \$25 for an annual sticker. A daily permit may be purchased for 75 cents at the Parking Information Booth which is located just inside the main campus entrance. Violators will be ticketed. The publication, *Motor Vehicle and Parking Regulations*, is available from the Department of Public Safety, first floor, C wing.

Guest Parking—The guest parking lot is limited to guest use by permit only. Students, staff, and faculty MUST use lots A, B, C, or D.

Handicapped Parking—Special parking areas are provided for handicapped persons. Parking in these areas will be regulated and assigned by the Department of Public Safety. Permission will be granted to those persons who exhibit the special license plates issued to handicapped persons by the state of Illinois, or who present a letter from a doctor specifying the need for and duration of special parking privileges. Handicapped persons must purchase a valid parking permit. Request forms for special handicapped parking are available at the office of the Department of Public Safety.

Facilities Scheduling and Conference Coordination

Public Functions Supervisor: Phyllis Bacon

Located: Room D1001, Ext. 2514

Office Hours: Monday-Friday, 8:30 a.m. - 5 p.m. (Evenings by appointment.)

Requests for space and assistance in planning meetings and activities available. All on-campus events for student clubs and organizations must be coordinated through the Student Life staff offices.

Information Office

Located: Main entrance area, Ext. 2464

Office Hours: Monday-Friday, 8:30 a.m. - 8 p.m. and Saturday, 8:30 a.m. - 12:30 p.m.

The Information Office is maintained by Student Life. Information concerning public transportation schedules, area maps, calendar of events, as well as general information is available.

Cashier's Office

Located: Room C1701, Ext. 2171

Office Hours: Monday - Thursday, 8:30 a.m. - 8 p.m.; Friday 8:30 a.m. - 5 p.m.

The cashier will cash your personal check up to \$50 with a valid student I.D. Pay your fees, buy parking stickers, and postage stamps here.

The YMCA at Governors State University

Located: 1st Floor, A Wing, (312) 534-5800

Office Hours: Monday-Friday, 8 a.m. - 9 p.m.; Saturday, 8 a.m. - 5 p.m.; Sunday, 11 a.m. - 5 p.m.

Through a special cooperative arrangement between Governors State and the "Y," a comprehensive recreational program is available to you. As a student, you may obtain an individual membership for \$4 per trimester with a valid Governors State I.D. card. Family memberships are available for students and their families at a discount rate of one-half off the standard YMCA family membership fee. A gym, pool, handball/racquetball court, universal weight machine, plus supervised programs in many activities are available through the YMCA.

Bookstore

Located: Room D1601, adjacent to the cafeteria, Ext. 2296

Hours: Monday - Thursday, 10 a.m. - 7:30 p.m.; Friday 10 a.m. - 3 p.m.; Saturday, 10 a.m. - 1 p.m. (during the beginning of each trimester or by special arrangement)

You can purchase textbooks, reference material, college supplies, class rings, greeting cards, newspapers, and magazines as well as Governors State University apparel and memorabilia at the Follett's Governors State Bookstore. Additionally, new and used textbooks can be sold back for cash at the end of each trimester.

Central Duplicating

Superintendent: Pat Fares

Located: Planning Building (NW of main building), Ext. 2191 or 2192

Office Hours: Monday - Friday, 8:30 a.m. - 5 p.m.

Printing services are available to students and staff for a fee. Have your resumes, questionnaires, etc., printed here.

Instructional Communications Center

Director: Ralph Kruse

Located: Room D1201, Ext. 2204

Office Hours: Monday - Friday, 8:30 a.m. - 5 p.m.

The Instructional Communications Center (ICC) serves Governors State University by producing mediated materials for on- and off-campus instruction and by providing media students with production work experience in photography, graphics, audio, and television. In addition, a media production lab is equipped for students and faculty to use when working on their own projects.

Academic Computing Services

Mid-Illinois Computer Cooperative (MICC) User Coordinator: Mark A. Stevens

Assistant MICC User Coordinator: Monica L. Johnson

Located: Room D2104, Ext. 2107

Office Hours: Monday - Friday, 8:30 a.m. - 5 p.m.

ACS Classroom and Lab

Located: Rooms D2103, D2104, D2105, D2108; Ext. 2541

Hours: Monday - Thursday, 8 a.m. - 10:30 p.m.; Friday, 8 a.m. - 8 p.m.; Saturday, 8 a.m. - 5 p.m.

Academic Computing Services (ACS) provides access to computer terminals, Apple II and IBM PC computers for students, faculty, and staff through the ACS Classroom and Lab. The ACS classroom can be reserved by faculty to demonstrate computer hardware and software. Students are allowed to use the terminals and computers to complete assignments by reserving time on sign-up sheets.

Lab assistants are available during ACS lab hours to answer questions from students, faculty, and staff. The MICC user coordinator or his assistant will answer those questions beyond the capabilities of the lab assistants.

Current hardware in addition to the Apple II and IBM PC microcomputers, includes CRT and hardcopy terminals, a graphics terminal and plotter, a Harris 1620 Remote Job Entry (RJE) station using HASP, allows access to a Control Data Cyber 170/730 using the Network Operating System (NOS) 2.2 and an IBM 4381 using OS/US1.

Current software includes APL, BASIC, BMDP, COBOL, FORTRAN, Minitab, Pascal, RIM, RNF, SPSS, and XEDIT. Packages not existing on the computers will be installed as time and money permit.

Department of Public Safety

Director: Norman Love

Located: Room C1900, Ext. 2198

The purpose of the Department of Public Safety (DPS) is to protect and serve the Governors State community. The police officers are delegated their authority from state statutes and have full state-level police authority. They assist at accidents, enforce the state and local traffic codes, and university parking regulations. If you need jumper cables to get your vehicle started they will lend them to you. Most department personnel are certified Police Medical Technicians (P.M.T.), Three DPS members are national and state registered Emergency Medical Technicians (E.M.T.) and A.H.A.- CPR instructors and provide around-the-clock emergency medical and trauma assistance. The university police are known as DPS around campus.

In Emergencies—The Department of Public Safety should be contacted **immediately** for any emergency situations occurring on campus.

- Telephone the Department of Public Safety (emergency Ext. 111 or 2198)
- Give the following information and **remain** on the telephone until released:
 1. describe the situation
 2. state the exact location (area, floor, room number, etc.)
 3. your name.

Familiarize yourself with building exits and emergency stairwells for quick exit. If facility evacuation is necessary, follow the directions on page 49 of this *Handbook*.

Personnel Office

Director: Barbara Clark

Located: Room C1800, Ext. 2194

Office Hours: Monday - Friday, 8:30 a.m. - 5 p.m.

Qualified students may apply for civil service employment at Governors State University. Examinations are administered in the Testing and Placement area of the Personnel Office. Governors State job listings are posted at the entrance to the Personnel Office and on bulletin boards throughout the building.

GSU Alumni Association

Director: Ginni Burghardt

Located: Room D3118, Ext. 2215

Office Hours: Monday - Friday, 8:30 a.m. - 5 p.m.

Serving graduates of the university is the Governors State University Alumni Association. The Alumni Association sponsors an annual fund drive and phonathon to support a variety of important university initiatives. In 1984 the Alumni Association raised \$31,300. Through its publications and programs, the association keeps graduates in touch with one another and informed about their alma mater. The minimum contribution for association membership is \$15.

Women's Resource Center

Located: Room E1603, Ext. 2435

The Women's Resource Center is a drop-in service that is designed to provide referral services to women concerning legal, educational, social, and medical resources. In addition, the center offers support groups for women and various programs, seminars, and workshops on topics of major concern to women. The center also has a large supply of pamphlets, brochures, and books available.

University Relations

Director: John Ostenburg

Located: Room D3113, Ext. 2122

Office Hours: Monday - Friday, 8:30 a.m. - 5 p.m.

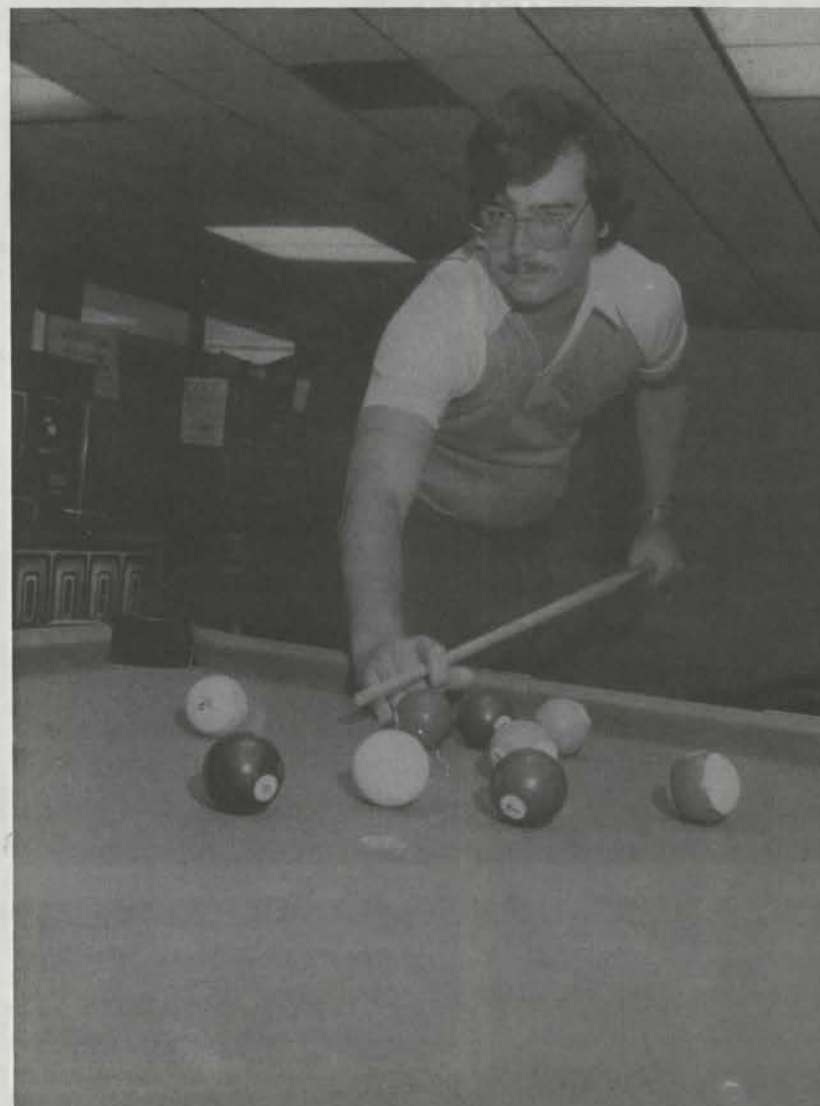
The Office of University Relations (UR) is the university's editorial department for preparation of all official publications and press-related materials. As such, the office serves the traditional public relations role within the institution.

Major services of interest to students which are provided by the Office of University Relations include the "Information Hot Line" which may be accessed by calling (312) 534-0033, and the televised announcements broadcast direct to ten south suburban communities over the Jones Intercable and Centel cable television systems.

The "Information Hot Line" provides a recorded announcement of upcoming events to be held at the university and lists detailed information regarding the "who," "what," "when," "where," "why," and "how" of the happening. The line may be called at any time, 24 hours per day.

The televised announcements are provided on Channel 46 of the Jones Intercable system and on Channel 37 of the Centel system. Announcements are broadcast 24 hours per day when telecourse programming is not scheduled.

The Office of University Relations also provides emergency weather announcements for student benefit. The announcements are broadcast on most major Chicago and south suburban radio and television stations and also may be heard by calling the "Information Hot Line."



Student Rights and Responsibilities



Academic Policies

All students are held responsible for knowing the university academic policies as well as the specific degree requirements of their major. Students should consult and become familiar with the university academic policies stated in the *Catalog* and this *Handbook* and should meet as required with their academic adviser to discuss the requirements of their specific major.

STUDENT IDENTIFICATION NUMBER

Every student must have an accurate Social Security number or an assigned nine digit student number before proceeding with registration. This number will be entered into the student data base to identify the student.

In accordance with the Privacy Act of 1974, students are advised that the disclosure of the Social Security number is voluntary. It is recommended that the Social Security number be used as the student identification number since this number, unlike the student's name, is unique. The Social Security number will be used to identify the student's permanent records such as registration forms, add/drop forms, transcripts, and transcript requests. It will also be used as an identifier for grants, loans, and other financial aid programs, including determining eligibility, certifying school attendance, and student status. In lieu of the Social Security number, a special nine digit number will be assigned. Students choosing this should be aware that the special ID number will have to be retained for all future dealings with the university.

CHANGE OF PERSONAL INFORMATION

All changes in personal information such as address, name, phone, etc. should be reported to the Registrar's Office immediately.

SMOKING REGULATIONS

Smoking is prohibited:

- in laboratories where a fire hazard exists
- in (enclosed) classrooms, conference rooms, and theatres
- in the University Library
- in gymnasium, handball court, multipurpose room, swimming pool, and locker rooms.

Smoking is permitted:

- in commons area and corridors
- in the cafeteria dining area
- in offices of those who give their consent.

Individual units may impose further restrictions based on consideration of fire safety and/or maintenance requirements.

ACADEMIC HONESTY

Academic honesty pertains to all methods of fulfilling academic requirements at Governors State University.

The following procedures are appropriate ways to use the ideas and work of others when fulfilling academic requirements:

1. When someone else's work or scholarship is used to fulfill academic requirements, the source should be given credit. It should not be stated or implied that this work is a person's own work.

- a. When using material from a publication (i.e. book, journal, article, film, etc.) that material should be enclosed in quotation marks or otherwise set off, and the source of the material acknowledged.
 - b. When paraphrasing published material (i.e. using it almost word-for-word) the source should also be acknowledged unless the information is common knowledge in the field.
 - c. Unpublished data or ideas of another person should be utilized only with the consent of that person.
 - d. Material should be prepared jointly with one or more other individuals only with the permission of the instructor. The contributions of all individuals to this material should be clearly acknowledged when it is submitted.
 - e. Having someone else prepare material that is to be submitted should only be done with the instructor's permission to do so.
2. The same piece of work should not be submitted for credit in more than one course without the permission of all instructors involved.
 3. Hypothetical data should be submitted only with the permission of the instructor to do so, and should be clearly labeled as such.
 4. One should refuse to make work available to another person who intends to submit part or all of that work as if he/she had written it.
 5. Students may neither give, request, nor utilize assistance during an examination without the instructor's permission.

These ethical guidelines are in no way intended to discourage people from studying together or from engaging in group projects.

STUDENT CONDUCT CODE

Governors State University recognizes the basic rights and responsibilities of the members of the university and accepts its obligation to preserve and protect those rights and responsibilities. Further, the university must provide for its members the opportunities and protections which best serve the nature of the educational process.

The Student Conduct Code governing the behavior of students of the university must ensure the basic rights of individuals as well as reflect the practical necessities of the community. The code must also prohibit or limit acts which interfere with the basic purposes, necessities, or processes of the university, or with the rights of its members. Finally, the code must reconcile the principles of maximum freedom and necessary order.

Student conduct regulations which follow are set forth in order to give students general notice of prohibited conduct. These regulations are intended as a guide and are not intended to define misconduct in every circumstance. They apply to actions on university premises and at university-sponsored activities off campus.

Prohibited Conduct:

1. Use, possession, distribution, or being under the influence of narcotics or dangerous drugs, except as permitted by law.
2. Furnishing false or misleading information to the university.

3. Possession or use of firearms, explosives, dangerous chemicals, or other weapons, except as permitted by law.
4. Assaulting, threatening, harassing, or endangering the health or safety of any individual.
5. Willfully denying to any person freedom of movement or use of authorized facilities, or right of entrance or exit; or willfully impeding, obstructing, interfering with, or disrupting the performance of institutional activities or duties; or occupying the institutional buildings or other property after due and legal notice to depart.
6. Willfully damaging or destroying property of the university.
7. Use, possession, or distribution of alcoholic beverages, except as permitted by institutional policy and state law.
8. Intentionally initiating or causing any false report, warning, or threat of fire, explosion, or other emergency.
9. Knowingly violating terms of any disciplinary sanction imposed in accordance with this code.
10. Failure to comply with the directions of university officials, including campus police officers, acting in performance of their duties.
11. Forgery, unauthorized alteration, or unauthorized use of any university document or identification card.
12. Unauthorized presence in or use of university premises, facilities, or properties.
13. Theft or damage to public or private property.
14. Academic misconduct as defined below.

ACADEMIC MISCONDUCT

Academic misconduct refers to all violations of academic honesty related to fulfilling academic requirements, including but not limited to cheating, plagiarism, and/or knowingly assisting other students to engage in such conduct.

Cases of alleged academic misconduct shall be handled by the respective collegial unit, except that recommendations for probation, suspension, or dismissal shall be referred to the dean of Student Affairs and Services.

A faculty member has initial jurisdiction over any instances of academic misconduct that occur in association with a course being taught by the faculty member. Before taking any action regarding academic misconduct, the faculty member must notify the student of the alleged misconduct within two weeks of discovering the misconduct (if possible, by meeting personally with the student) and discuss the incident in question. If action is to be taken, the faculty member shall send written notification of the action and the reason for it to the student, the division chairperson, and the dean/director. The faculty member may elect to resolve the matter by reducing the grade for the test, paper, or other course-related activity in question and/or by adjusting the grade for the course, including failure for the course. The student may appeal the faculty member's action through the grievance procedures for academic matters.

The faculty member, division chair, or dean/director may choose to refer a case to the dean of Student Affairs and Services if the misconduct is perceived as warranting additional disciplinary sanctions. In such instances, a conference shall be convened which includes the student, faculty member, division chair, and dean/director. If the faculty member, division chair, and dean/director concur that further disciplinary action is unnecessary, no further action will be taken against the student. If the faculty member, division chair, or dean/director believes further disciplinary action should be considered, the dean/director shall forward the case with all relevant evidence and information within ten working days of the conference, to the dean of Student Affairs and Services who will follow the procedures established under this policy.

Violations of Law and Student Code Regulations

Students may be accountable to both civil authorities and to the university for acts which constitute violations of local, state, or federal law, and of this code. Disciplinary action at the university will normally proceed during the pendency of criminal proceedings and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

Sanctions for Violations

The following disciplinary sanctions shall compose the range of official sanctions which may be imposed for violation of regulations. One or more sanctions may be imposed. Records of disciplinary action shall be recorded and kept by the dean of Student Affairs and Services for three years following the last trimester of enrollment, except as noted under Disciplinary Suspension and Disciplinary Dismissal.

Disciplinary Warning—Disciplinary warning is a notice to a student that previous conduct was unacceptable and that future breaches of conduct will be treated more severely.

Disciplinary Probation—Disciplinary probation is a trial period for a specific time during which a student must behave in a manner acceptable to the university. Terms of the probation shall reflect the purpose of the disciplinary sanction. Disciplinary probation status may affect qualification for awards, prizes, or student aid, when conduct acceptable to the university is a condition of such benefits. Violation of the terms of probation or of a further incident of misconduct may result in further disciplinary action. While on disciplinary probation, a student is encouraged to seek advice and counsel from appropriate university offices.

Disciplinary Suspension—Disciplinary suspension is an action which excludes the student from registration, class attendance, and use of university facilities for a specified period of time. Disciplinary suspension is recorded on the student's academic record during the period in effect and is permanently removed upon reinstatement. Upon termination of the period of suspension, the student shall be considered for registration in compliance with the academic good standing policy then in effect. Established proof of a further incident of misconduct, after the student is readmitted, may result in disciplinary dismissal.

Disciplinary Dismissal—Disciplinary dismissal is the withdrawal by the president of the university of the privilege of registration and class attendance with no promise (implied or otherwise) that the student may return at any future time. The privilege of the use of university facilities is withdrawn by this action unless specific permission is obtained from the dean of Student Affairs and Services. Disciplinary dismissal is recorded on the

student's academic record, to be removed only if and when the student is reinstated. A student on disciplinary dismissal may be readmitted only by action of the president of the university. A student who has been dismissed is not eligible for readmission sooner than one year from the date of dismissal.

Loss of Privilege—Loss of privilege is the withdrawal of a privilege or use of a service for a specific period of time commensurate with the offense committed. Loss of privilege may be imposed separately or in addition to any other sanction(s).

Restitution—Restitution requires a student to pay for damages to or misappropriation of university property, or the property of visitors to or members of the university community. Such restitution may be charged to any student who alone, or through group conducted activities, organizes or knowingly participates in the events causing the damages or costs. Restitution may be imposed separately or in addition to any other sanction(s).

Summary Suspension—A summary suspension requires that a student immediately leave the campus. It may be imposed upon a student when the dean of Student Affairs and Services has reasonable cause to believe the continued presence of the student on campus constitutes a substantial threat to the safety of himself/herself, or to other persons or property, or the stability and continuance of normal university operations. In exercising such authority, the dean may rely upon information supplied to him/her by others. Any student summarily suspended who returns to the campus during the period of summary suspension may be subject to disciplinary dismissal. Permission to be on campus for a specific purpose must be granted in writing by the dean of Student Affairs and Services. The hearing shall be held no later than five school days after the notice of suspension. Cases involving summary suspension are referred to the Student Conduct Committee. Hearings held by the dean on summary suspension will address the following issues only:

1. The reliability of the information concerning one student's conduct, including the matter of his/her identity.
2. Whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on the university campus poses a substantial threat to himself/herself or to others, or to the stability and continuance of normal university function.

OFFICE OF THE DEAN OF STUDENT AFFAIRS AND SERVICES

The office of the dean of Student Affairs and Services shall be responsible for all administrative details involved in student conduct. Reports involving student conduct, procedures for handling disciplinary cases, and the results of conduct hearings shall be maintained in this office.

Conduct code violations which may result in a disciplinary warning, probation, loss of privilege, and/or restitution shall be heard by the dean of Student Affairs and Services. Hearings conducted by the dean will be governed by the following procedures:

1. The student shall be informed of the charges against him/her in writing at least five school days in advance of the hearing.
2. The complainant(s) will not be required to participate, unless his/her personal testimony is essential to the disposition of the case.

3. Documentation and written statements will be admissible providing the student has access to them in advance and is allowed to respond to them at the hearing.
4. The student may bring witnesses and an advisor with him/her to the hearing.
5. A summary of the hearing, including the decision by the dean, will be made.

If a student questions the fairness of the disciplinary action taken by the dean, he/she shall be granted, on written request, a hearing before the Student Conduct Committee (unless this right has been waived by the student in writing) providing the request is received by the chairperson of the committee no later than ten school days after the disciplinary decision of the dean.

Student Conduct Committee

The Student Conduct Committee will be a standing committee to hear conduct code violations which may result in disciplinary suspension, dismissal, summary suspension, and appeals from the students whose cases were heard by the dean of Student Affairs and Services.

Membership

The committee shall be composed of seven persons: four students appointed by the Student Senate and two alternates; two faculty members appointed by the Faculty Senate and one alternate; and one administrator and one alternate appointed by the president. The chairperson shall be chosen from within the committee. All members shall serve for two-year, renewable terms. At least four members must be present to conduct a hearing. Individual members may excuse themselves from hearing any case in which they feel they could not render an impartial judgment.

PROCEDURES FOR DISCIPLINE HEARING

Notice of Charges

The student shall be informed of the charges against him/her in writing at least five school days in advance of the hearing to afford a reasonable opportunity to prepare for the hearing. The notice of charges shall state the specific provision of the Code of Conduct which the student is alleged to have violated, stating the time, date, and the place of the occurrence. The student shall also be informed of the hearing procedures and be given the opportunity to waive his/her right to a committee hearing in favor of a hearing before the dean of Student Affairs and Services.

Conduct of Hearings

1. The hearing shall be private (closed) unless the student charged requests that it be open to members of the university community, and the request is approved by both the Conduct Committee and the dean of Student Affairs and Services.
2. The student shall have the right to be assisted by an advisor or legal counselor at the hearings. The advisor or counsel's function shall be restricted to advising the student on whether he/she should answer questions and what he/she should not say, so as to safeguard the individual from self-incrimination.
3. Students must inform the dean of Student Affairs and Services at least three school days in advance of the hearing if they intend to have legal counsel present. In such cases, the university may also have legal counsel present.
4. On behalf of the university, the charges and evidence may be presented by the dean of Student Affairs and Services or his/her representative.

5. The student shall have the right to call a reasonable number of witnesses in his/her own behalf, who shall be subject to questioning by members of the committee and the dean of Student Affairs and Services or that individual's designee.
6. The student charged shall have the right to question all witnesses.
7. The testimony of unknown or unidentified witnesses shall not be admissible.
8. The committee may address questions to any party or to any witness called by the parties, provided however, that the student charged shall not be compelled against his/her wishes to testify or answer any question, and his/her silence shall not be held against him/her. The committee shall limit the scope of the testimony to matters relevant to the charges and the defense thereto. The committee and/or the accused student may request that the dean of Student Affairs and Services request the presence at the hearing of any member of the university community, including the accused person. The committee and/or the accused student also may request the dean of Student Affairs and Services to require the production of records or other exhibits. In the event any person, including the student charged and/or his/her advisor, shall disrupt the hearing, the chairperson of the committee may exclude that person and proceed with the hearing in his/her absence.
9. The university shall have the burden of proof of guilt by a preponderance of the evidence.
10. No recommendation for the imposition of sanctions shall be based solely upon the failure of the person charged to answer the charges.
11. A tape recording shall be made of the hearings and a summary thereof shall be prepared by the chairperson of the committee. The tape recording shall be destroyed within two weeks after final disposition of the case by the university, except as may be directed by the dean of Student Affairs and Services.
12. The decision of the Student Conduct Committee shall be considered as a recommendation to be submitted in writing to the dean of Student Affairs and Services. The dean may accept or reject the recommendation of the committee based on an independent review of the facts involved in the case. The decision of the dean may be appealed by the student by submitting a written request for review to the provost (or designee). The request must be reviewed by the provost (or designee) within ten school days of the dean's decision. The decision of the provost (or designee) is final and binding.

Statement of Review

This policy is to be reviewed annually by a committee appointed by the Student Senate.

STUDENT GRIEVANCE PROCEDURE

General Policy

It is the intent of the university to provide the right to a fair hearing to each student on a complaint or grievance arising during his/her tenure as a student at Governors State University. These procedures are designed to address complaints and grievances including but not limited to allegations of discrimination by reason of race, sex, national origin, handicap, religion, and other areas covered by federal laws.

The student and the person(s) whose actions have given rise to the complaint must make every effort to resolve complaints as quickly as possible once they are identified.

Any retaliatory action of any kind taken by any employee of Governors State University against any student of the university as a result of that person's seeking redress under these procedures, or cooperating in an investigation, is prohibited and shall be regarded as a separate distinct grievable matter under these procedures.

If prior to filing a grievance hereunder, or while a grievance proceeding is in progress, a student seeks resolution of the matter in any other forum, whether administrative or judicial, the university shall have no obligation to entertain or proceed further with the matter pursuant to this grievance procedure.

Definition of terms

Complaint—A dissatisfaction expressed by a student because he/she believes that a policy, procedure, or practice has been violated and that the violation adversely affects him/her.

Students must make every effort to resolve complaints by working informally through direct verbal contact with the person(s) whose actions or inactions have caused the dissatisfaction. If the complaint cannot be satisfactorily resolved in the informal stage, the student may file a formal grievance in writing.

Grievance—A written allegation filed with the dean of Student Affairs and Services concerning a problem incurred by a student whereby he/she believes his/her rights have been infringed. Such a formal grievance is limited to specific allegation(s) of violation of rights of the student which remain after efforts at resolution in the informal complaint stage have failed.

MATTERS OF FACULTY PROFESSIONAL JUDGMENT RELATED TO ADVISING OR TEACHING A CLASS ARE NOT GRIEVABLE UNDER THESE PROCEDURES. SUCH MATTERS ARE TO BE RESOLVED AT THE COLLEGIAL LEVEL THROUGH THE APPROPRIATE DEAN OR DIRECTOR, SUBJECT TO APPEAL TO THE PROVOST (OR DESIGNEE) WHOSE DECISION SHALL BE FINAL.

Grievant—Student at Governors State University who submits a grievance relevant to these procedures.

Respondent—A person(s) alleged to be responsible or who may be responsible for the violation alleged in a grievance.

Day—Day means a day for which classes are regularly scheduled from Monday through Friday, excluding holidays, and emergency closings.

Student Grievance Standing Committee—A committee composed of seven voting members and seven alternates from constituencies as follows:

3 students in good standing	3 alternates
3 faculty	3 alternates
1 civil service staff	1 alternate

The members should be recommended by the respective Senates and appointed by the provost to serve staggered terms of one, two, and three years. The chairperson shall be chosen from within the committee. If it is determined that equal opportunity or discrimination charges are involved, the chair shall notify the affirmative action officer who shall serve as an advisor (without a vote) to the committee.

A minimum of five members, two of whom must be students, must be present to conduct a hearing. Alternates serve only when a conflict of interest or absence from the university prevents a regular member from hearing a grievance.

Student—A person registered and enrolled in the university at the time the violation is alleged to have occurred.

Review Panel—A three member standing panel selected from the Student Grievance Committee, at least one of whom must be a student, which reviews each grievance submitted to the dean of Student Affairs and Services and determines if the allegation is grievable. The panel makes its recommendation to the dean of Student Affairs and Services, outlining the basis for the recommendation. Panel members serve staggered terms of one year, two years, and three years.

INFORMAL COMPLAINT PROCEDURES

- A. Any Governors State University student who believes that his/her rights as a student have been infringed must initiate a discussion of the problem with the dean of Student Affairs and Services within twenty days of the event or circumstances giving rise to the complaint in order for it to be considered within these procedures. The dean will refer the student to the respondent in an effort to resolve the complaint informally.
- B. If after the discussion with the respondent the problem is not resolved, then the student must, within ten days of the discussion with the respondent, discuss the situation with the unit head (of the unit in which the incident occurred). The unit head and the student may mutually agree to invite others to serve as resource persons in their attempt to resolve the complaint. The unit head will make a record of the occurrence, but not the substance of the meeting. He will send a copy to the dean of Student Affairs and Services and the affirmative action officer. Every reasonable effort must be made in good faith by all parties to resolve the informal complaint satisfactorily.
- C. If the discussion does not resolve the informal complaint satisfactorily, the student may within ten days of the discussion file a request for a formal grievance with the dean of Student Affairs and Services (file with the provost, or designee, if the dean is the respondent) and the affirmative action officer.

NOTE: Action will be taken by university employees within the time limits indicated or as soon as is reasonably practicable thereafter.

FORMAL GRIEVANCE

- A. The request for a formal grievance is a written document and shall provide the following information:
 1. Name and address of grievant
 2. Nature and date of alleged violation
 3. Name of persons responsible for alleged violation (where known)
 4. Requested relief or corrective action (specification of desired relief shall be at option of the grievant)
 5. Any background information the grievant believes to be relevant.

- B. The dean of Student Affairs and Services will submit the formal grievance to the review panel (copy to affirmative action officer) within five working days of receipt of the formal grievance from the student. The review panel will recommend to the dean, within five working days of receipt of the grievance, whether or not it is grievable. The dean will render a decision within ten working days of receipt of the recommendation from the review panel. If disapproved, the dean shall respond to the grievant with the reasons therefore in writing. (If the grievant requests, his/her disapproval may be appealed to the provost [or designee]. The provost's [or designee's] decision shall be final and binding). If approved, the dean shall transmit the grievance within five days to the chair of the Student Grievance Standing Committee.
 - C. The chair of the Committee will, upon receipt of the grievance, request needed documentation from all parties involved. Written documentation must be provided by concerned parties within ten days. This documentation is to be distributed to Grievance Committee members prior to the committee's first meeting. (If the committee does not receive all requested information, the provost (or designee) must be informed as to which information has not been received. The provost (or designee) will either require that the information be supplied or request an explanation of why it cannot be provided).
 - D. The chair will send a copy of the grievance with all documentation to the respondent. The respondent will then have ten working days to make a written response. The chair will send a copy of the respondent's statement to the grievant.
 - E. The Grievance Committee will meet within five working days of receipt of the response from the respondent.
 - F. Either side may call witnesses to testify on their behalf. It is the responsibility of the respondent and grievant to request their witnesses to testify and to notify them of the date, time, and place of the hearing.
 - G. The grievant and respondent may each be accompanied by one advisor or counsel at the grievance hearing. In the case of multiple grievants and/or respondents, the chair may limit the number of their advisors/counselors who may be present at the hearing. The advisor's or counsel's function shall be restricted to advising the grievant or respondent on whether he/she should answer questions and what he/she should not say so as to safeguard the individual from self-incrimination.
 - H. Testimony shall be presented in the following order:
 - 1. Statement and witnesses from the grievant*
 - 2. Statement and witnesses from respondent*
 - 3. Questions from committee members
 - 4. Rebuttal statement by grievant*
 - 5. Rebuttal statement by respondent*
 - 6. Questions from committee members
- *Grievant and respondent must direct any necessary questions to each other through the committee chair.

- I. An official record containing all documents and proceedings of the hearing will be maintained by the dean of Student Affairs and Services. All copies of records distributed to the committee members are confidential and will be collected by the chair of the committee at the conclusion of the hearing. The official record will be submitted to the President's Office. All such records will be held by the President's Office until they are destroyed.
- J. All hearings will be closed unless the grievant, respondent, and the chair mutually all agree otherwise.
- K. Committee deliberations will be closed and will not be recorded.
- L. The committee shall make every attempt to resolve the grievance within twenty working days of receipt of the grievance.
- M. The Grievance Committee's decision must be based strictly on evidence presented at the hearing.
- N. The Grievance Committee's decision will pertain only to the resolution of the specified alleged violation and must be signed by the members of the Grievance Committee present at the hearing. However, any member who disagrees with any part of the decision may submit a minority report which must be submitted concurrently with the committee's report. The committee's decision will be considered as a recommendation and will be submitted to the dean of Student Affairs and Services. Copies of the committee's recommendation will be sent to the grievant, respondent, and appropriate university officers no later than ten days after conclusion of the hearing.
- O. A copy of the formal record of the hearing may be provided upon request to the grievant. The respondent may request a copy which will be provided at his/her own expense.
- P. The dean of Student Affairs and Services will consider the recommendation and render a decision to the grievant within twenty working days of receipt of the recommendation from the Grievance Committee. Copies of the dean's decision will be sent to the respondent, chair of the Grievance Committee, and appropriate university officers.

NOTE: Action will be taken by university employees within the time limits indicated or as soon as is reasonably practicable thereafter.

APPEAL

If the decision rendered by the dean is unsatisfactory to the grievant, the grievant may request a review by the provost (or designee). The request must be made in writing within ten working days of receipt of the dean's decision. The provost (or designee) will render a decision within ten working days of receipt of the request, and the decision of the provost (or designee) will be final and binding.

NOTE: Action will be taken by university employees within the time limits indicated or as soon as is reasonably practicable thereafter.

GRIEVANCE PROCEDURES FOR ACADEMIC MATTERS

These procedures are applicable to grievances regarding matters of faculty/ administrator professional judgment related to advising or teaching a class which are not grievable under the University Grievance Procedure.

1. The student must seek informal resolution of the issue with the faculty member or administrator directly involved within fifteen days of the event which led to the grievance. If, after reasonable efforts, a satisfactory solution is not reached, the student may file a written grievance with the appropriate division chair.
2. The student must submit a written statement to the division chair of the collegial unit in which the course(s) is offered stating the reasons for the grievance and the remedy that is sought within thirty days of the event which led to the grievance. The student may request an extension of the time in which to file a grievance through the division chairperson. The request for extension must be made in writing.
3. Within seven days after receiving the grievance and upon determining it represents an issue of substance covered by the context of the procedures, the division chair shall refer the grievance to the chair of the collegial Grievance Committee. The grievance chair shall attempt to find a mutually satisfying solution by working with both the student and the faculty/administrator involved within five days of receiving the grievance. If within seven days after receiving the grievance, the division chair decides that the grievance does not represent an issue of substance covered by these procedures, he/she shall so inform the student in writing with reasons. The student may appeal (except in cases in which the provost [or designee], has rendered the decision) this decision to the dean/director in writing within ten days of receipt of the division chair's decision.
4. If the grievance chair was unable to mediate a satisfactory solution, he/she shall ask the faculty/administrator involved to submit a written response to the student's grievance. The response is to be received by the grievance chair within seven days of the request.
5. The grievance chair shall convene the collegial Grievance Committee within seven days of receiving a response from the faculty/administrator involved.
6. The hearing shall be conducted under the following guidelines:
 - a. The responsibility of establishing the validity of the grievance shall be upon the student.
 - b. The student and/or the faculty/administrator may be accompanied by an advisor of his/her choice. The advisor's function shall be restricted to advising the student or the faculty/administrator on whether he/she should answer questions and what he/she should not say so as to safeguard the individual from self-incrimination.
 - c. The hearing shall be closed, except when both parties agree that it should be open.
 - d. The grievance chair shall keep a written record of the hearing, which shall include:
 - (1) the names of those present;
 - (2) a copy of any evidence (records, written testimony, duplicated materials, etc.) that is introduced; and
 - (3) a record of the final recommendation of the committee and its rationale.
 - e. The hearing shall be conducted so that all parties to the dispute have an opportunity to present their views and to rebut those of others; both grievant and respondent must have the opportunity to address the committee.

- f. No final recommendation shall be made by the committee and no testimony heard unless at least three voting members are present. All final recommendations shall require the agreement of a simple majority of the voting members present at the hearing.
- g. The final recommendation of the collegial Grievance Committee shall include:
 - (1) a statement concerning the validity of the alleged grievance; and
 - (2) a recommendation for resolving the grievance.
7. Recommendations of the collegial Grievance Committee concerning both the finding relevant to the dispute and the suggested remedy shall be submitted to the division chair. The division chair may affirm, reverse, or ask the committee to reconsider its recommendations. The division chair may also request further information from the principals in the dispute in rendering a decision. The division chair will render a written decision to the grievant within ten days of receipt of final documentation from the Grievance Committee.
8. If the decision by the division chair is unsatisfactory to the grievant, the grievant may request a review by the dean/director. The request must be made in writing within ten days of receipt of the division chair's decision. The dean/director will render a written decision within ten days of receipt of the request.
9. The decision of the dean/director shall be final and binding.
10. If the respondent is a division chair, the collegial dean/director will assume the functions of the division chair stated above. In this instance, appeals to the decisions of the dean/director shall be made to the provost (or designee). The decision of the provost (or designee) is final and binding.
11. If the respondent is a dean/director, the provost (or designee) will assume the functions of the division chair specified in items 1 through 8 above. In this instance, the university Academic Grievance Committee assumes the role of the collegial Grievance Committee. Recommendations from the university Academic Grievance Committee are submitted directly to the provost (or designee) whose decision is final and binding.

Definition of Terms

Collegial Grievance Committee—A committee composed of five voting members with the chair elected from within the committee. Each division shall nominate two faculty members and one student to serve on the committee. From those nominated, the dean/director shall appoint three faculty members and two students for staggered terms of one, two, and three years.

Grievant—Student at Governors State University who submits a grievance relevant to these procedures.

Respondent—Person(s) alleged to be responsible for the violation alleged in a grievance.

Day—Day means a day for which classes are regularly scheduled from Monday through Friday, excluding holidays and emergency closings.

University Academic Grievance Committee—A committee composed of five voting members with the chairperson elected from within the committee. From members of the Academic Affairs Council, Faculty Senate, and Student Senate, the provost shall appoint two administrators, two faculty members, and one student for staggered terms of one and two years.

GRIEVANCE PROCEDURES FOR THE BOARD OF GOVERNORS BACHELOR OF ARTS DEGREE PROGRAM

The grievance procedures for academic matters shall be followed with the following substitutions:

1. The associate vice president for Special Programs and Continuing Education shall be substituted for the collegial dean or director.
2. The coordinator of the BOG/BA Program shall be substituted for the division chair.
3. The BOG/BA Grievance Committee shall be substituted for the Collegial Grievance Committee and made up by the five faculty members who serve on the BOG/BA Advisory Review Committee plus two BOG/BA students. The faculty members on the Advisory Review Committee are appointed by the collegial deans or director. The chair of the BOG/BA Grievance Committee shall be elected from within the committee. The two students shall be selected as follows:
 - a. Each BOG/BA staff member will recommend two BOG/BA students.
 - b. From this group the BOG/BA coordinator shall select two students to serve two years.

GOVERNORS STATE UNIVERSITY SEXUAL HARASSMENT POLICY

President Leo Goodman-Malamuth II has approved the following university statement on sexual harassment pursuant to the university's overall affirmative action effort to ensure equal educational and employment opportunity. The statement includes the university policy on and definition of sexual harassment and procedures for resolution of complaints. The statement applies to the entire university community.

Definition

Sexual Harassment—Any unwelcome sexual advance, request for sexual favors, and other verbal or physical conduct of a sexual nature when:

- a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
- b. submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual; and
- c. such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment, educational, or living environment.

Policy

Governors State University will not tolerate sexual harassment of students or employees and will take action to provide remedies when such harassment is discovered. The university environment must be free of sexual harassment in work and study.

In order to eliminate the sexual harassment, the university will distribute this policy to all units of the institution and will process complaints in the manner set forth below. Where sexual harassment is found to exist, appropriate disciplinary action will be taken.

Procedures

A. Consultation

Individuals who believe they have been sexually harassed may seek the counsel of a number of university units or offices. Each of these counseling sources can discuss alternatives, provide information, and act as a referral source to other units and offices. *All discussions will be confidential.*

1. Women's Resource Center
2. Student Counseling Center
3. Deans, division chairs, director of Personnel
4. Affirmative action officer

B. Conciliation

In addition to providing advice and information, the deans, division chairs, director of Personnel, and affirmative action officer may undertake conciliation in an effort to resolve the complaint.

C. Using the Grievance Process

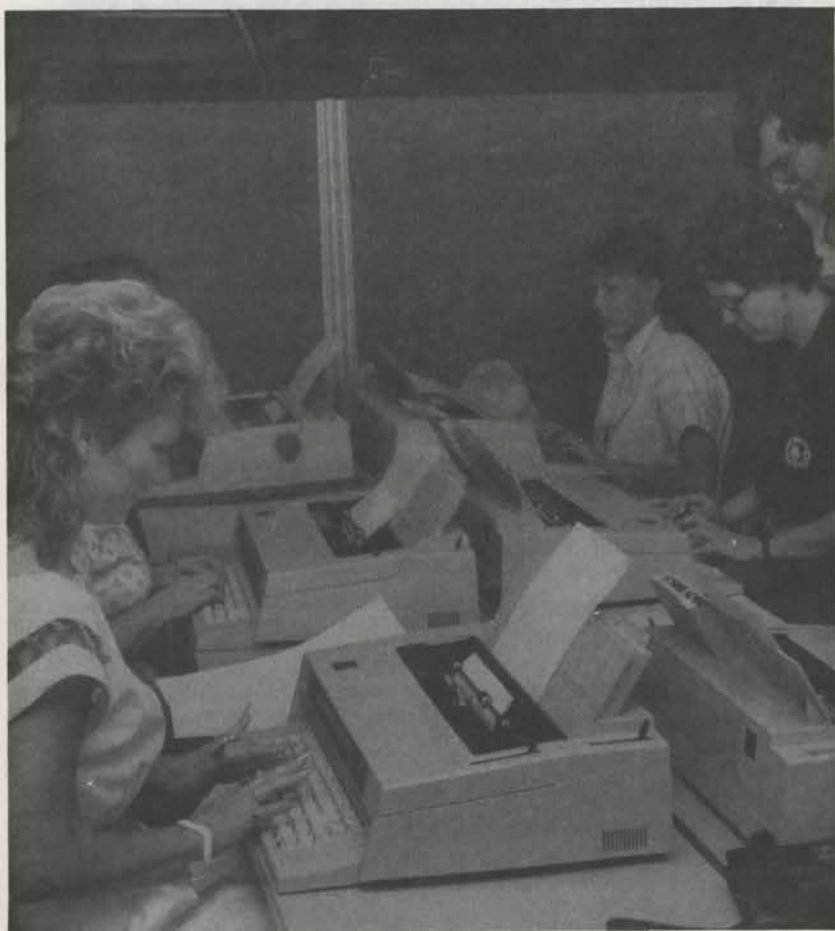
If individuals desire to pursue resolution of the matter beyond the conciliation state, they should utilize appropriate and existing grievance procedures for claims of discrimination. The following guidelines apply:

1. The University Professionals of Illinois campus representative will receive complaints from the faculty members in the UPI bargaining unit in accordance with the provisions of the grievance procedure specified by the UPI collective bargaining agreement.
2. The director of Personnel will receive complaints from civil service employees who are not members of a bargaining unit in accordance with the provisions of the Civil Service Grievance Procedures.
3. The director of Personnel will advise civil service employees who are members of a bargaining unit on the submission of complaints in accordance with the provisions of the appropriate collective bargaining agreement.
4. The appropriate vice president will receive complaints from administrative and professional employees in accordance with the provisions of the Professional Grievance Procedures.
5. The dean of Student Affairs and Services will receive complaints from students in accordance with the provisions of the Student Grievance Procedures.

6. The affirmative action officer will receive complaints from individuals not covered by paragraphs 1 through 5 above.

Sanctions and/or Disciplinary Action—The university will take disciplinary action if, as a result of the complaint process described above, it is determined that sexual harassment has occurred. Disciplinary action shall include (but shall not be limited to) counseling, written reprimand, transfer, modification of duties, demotion, suspension without pay, and termination of employment.

Coordination and Implementation—The President's Office is responsible for coordinating the dissemination and implementation of this Sexual Harassment Policy and, together with the offices identified in Section III above, will work closely with senior academic and nonacademic administrators to assure compliance with the provisions of this policy. Inquiries should be directed to the affirmative action officer, extension 2339.



Survival Guide



GSU: From Start to Finish

- Student applies for admission by completing the application form and forwarding it to the Office of Admissions. Student requests that official transcripts and other credentials (if required) also be forwarded to this office.

Application and credentials are evaluated through the Office of Admissions.

Admitted students receive a certificate of admission, indicating academic advisor assignment and other appropriate materials.

- Student applies for financial aid by completing the application form, CSS Financial Aid form, other documents as indicated, and forwarding as directed on the forms. Student eligibility and need are determined by the Office of Financial Aid within institutional guidelines.
- Student contacts designated advisor and schedules an appointment. Student and advisor develop student study plan in accordance with collegial and programmatic guidelines.
- Student uses class schedule to select specific courses for registration in accordance with the student study plan, noting prerequisites, and other course information.
- Student and advisor review completed registration form which advisor signs. Student obtains signature for courses that require special permission and submits completed form to the Registrar's Office by deadline for registration.
- Student who advance registers may either pay his/her fees at the time the registration form is submitted to the Registrar's Office or during on-campus registration as specified. A student who has not advance registered brings completed registration form to the gym on specified days of on-campus registration and pays fees.
- Student attends class and obtains syllabus from instructor.
- Student checks with instructor to make sure she/he has completed assignments and is eligible to receive credit for the course.
- Student receives grade report indicating grades for all coursework for a given trimester.
- Student completes all requirements for graduation as outlined in the student study plan.
- Student submits applications for graduation to the collegial records office along with a student progress report form no later than the first day on the second month of the trimester in which graduation is expected. (See academic calendar).
- College reviews application for graduation and informs student and advisor of status.
- Collegially approved applications for graduation are forwarded to the Registrar's Office.
- Student receives acknowledgement of receipt of graduation application from the Registrar's Office.

Registrar verifies completion of all degree requirements, degree awarded, and orders the diploma.

- Student participates in Commencement, held once a year in June. (Optional).
- Student interested in enrolling after graduation, reapplies for admission to a new program or as a student-at-large.

Helpful Hints

Whatever your reasons are for continuing your education by enrolling at Governors State University, they are good reasons because they hold a promise for realizing your full potential. However, you must prepare to take on the challenges of the collegial environment. Each of you have unique life experiences, feelings, and expectations; and how you make use of them will significantly affect your chances of success. Here are a few suggestions for using your experiences to help you succeed:

1. Determine your academic and career goals. If you are undecided or uncertain about which degree program to pursue, seek advice from your academic advisor, talk with other students, utilize the counseling and testing services, and most importantly, assess your abilities, interests, and experiences relative to the requirements of the different fields of study.
2. Examine your learning habits. Review your study skills and the attitudes and habits you have toward learning. If necessary seek assistance from the Center for Learning Assistance. Learn how to "read" your professors, their teaching methods, and what they expect of you in class. Seek their advice to clarify assignments and expectations.
3. Seek answers to questions. In order to succeed you must have the necessary information, and frequently you have to ask questions. Talk to other students, faculty, and staff. Discovering what you do or don't know about a subject is often the first step to learning.
4. Check out your feelings. Ultimately, each of us is solely responsible for our happiness and success. However, we can achieve a feeling of self-satisfaction through the help of others as well as by self-examination. Don't be afraid to ask: Who am I? What do I want from this degree program? How will this program help me achieve my goals?
5. Manage your time. Continuing your education invariably causes changes in priorities, daily routines, and personal relationships. Many of you must manage family, home, work, and school responsibilities. Effective time management begins with planning, organizing, and scheduling. If you are having difficulty managing your time, seek help immediately. Time management problems are frequently cited by students who withdraw from Governors State prior to completing their degree.
6. Utilize the available programs and services. Take advantage of the total university environment. Governors State provides child care, financial aid, tutoring, a variety of student life programs, personal, academic, and vocational counseling, and advice on student complaints and grievances among other areas. Don't wait until a crisis arises before seeking help. Also, getting involved in activities will make your experience at GSU more rewarding and enjoyable.

More Helpful Hints

1. Keep all information such as receipts, etc. given to you by the university.
2. Make a copy of all valuable papers, forms, etc. that you turn in to Governors State University. Mistakes do occur and this is protection for you.
3. Get to know your advisor and her/his office hours. Make appointments to see your advisor well in advance, and show the courtesy of cancelling, if necessary.
4. Notify the Registrar's Office if you change your name, address, or phone number.
5. Make yourself very aware of deadlines. Get your work, forms, etc. in before the deadline and avoid hassles.
6. If you make an important agreement with faculty or staff, it's a good idea to get it in writing.
7. Read the *Catalog*, announcements on the bulletin boards, and the *INNOVATOR*. This will help you to keep informed of policies, procedures, and activities.

ABBREVIATIONS

ACS	Academic Computing Services
AP	Administration and Planning
ASR	Admissions and Student Recruitment
BOG	Board of Governors Degree Program
CAS	College of Arts and Sciences
CBPA	College of Business and Public Administration
CE	College of Education
CEEL	Credit through Evaluation of Experiential Learning
CHP	College of Health Professions
CLA	Center for Learning Assistance
DPS	Department of Public Safety
FA	Financial Aid
ICC	Instructional Communications Center
PERS	Personnel Office
PPO	Physical Plant Operations
REG	Registrar's Office
SAS	Student Affairs and Services
SD	Student Development
SPCE	Special Programs and Continuing Education
UL	University Library
UR	University Relations

GOVERNORS STATE UNIVERSITY EMERGENCY EVACUATION PROCEDURE

I. Evacuation of Building (Partial or Total—Alarm will be sounded)

- A. Do not panic, there are ample exits and emergency exits.
- B. Leave affected building or area at a brisk walk in an orderly manner (avoid elevators).
- C. Take all personal belongings.
- D. Use evacuation routes.
- E. Move away from smoke or odor—use emergency exits or general entryways.
- F. Assist handicapped persons downstairs and out of the buildings.
- G. Close all doors (do not lock) as you leave.
- H. Remain a minimum of 200 feet from affected area of building.
- I. Shut off all oxygen valves (in labs).

II. Fire or Life Safety Hazard

- A. Depending on size and type of fire:
 1. Use appropriate fire extinguisher (A or ABC) to contain fire.
 2. Pull nearest fire alarm.
 3. Assist evacuation.
- B. Notify campus police (Room C1900 or emergency phone 111 or Extension 2198, 2199, 2280.)
 1. Give your name.
 2. Give reason for alarm.
 3. Give location of hazard.
- C. In the event of the sounding of an alarm follow evacuation procedures above.

III. What To Do In Case of Tornado

- A. If You Are Inside:
 1. Immediately move from classroom, work area, or office to a place of greater safety, closing and securing doors as you leave.
 2. Move into inner hallways, stairwells, restrooms, or other areas which are directly supported and which are relatively free from exterior windows and glass.
 3. Avoid the top floor of the building, a lobby, gymnasium, auditorium, any one of which may be glass enclosed or which may have a large supported roof.
- B. If you are outside and do not have time to move inside:
 1. Try to find a ditch or other low spot below ground level where you can lay flat.
 2. If you are on flat ground and are caught in the path of a tornado, always move at right angles to its path.
- C. Always remain in a place of shelter until you receive the all clear message or until you are sure the tornado has passed.

IV. How To Identify Emergency Exits

- A. Emergency exits are red doors, marked "Emergency Exits Only."

Service and Information Directory



University Number: (312) 534-5000

To contact the offices listed below, you must dial the university number and ask for the office extension. Direct dialing to an office is not yet available.

Hours of Operation: Monday-Friday, 7 a.m. - 11 p.m.; Saturday, 7 a.m. - 5 p.m.; Sunday and Holidays: Closed, unless a special event has been scheduled.

ACADEMIC ASSISTANCE (also see TUTORING, below)
Center for Learning Assistance, Room A2100, Ext. 2238

ACADEMIC/CAREER TESTING
Student Development, Room B1400, Ext. 2158

ACADEMIC GRIEVANCES
Collegial Division Chairpersons

ADDING AND DROPPING COURSES
Registrar's Office, Room C1200, Ext. 2165

ADMISSION INFORMATION/APPLICATION
Admissions and Student Recruitment Office, Room C1300, Ext. 2518

BOARD OF GOVERNORS DEGREE PROGRAM
Office of Experiential Assessment, Room F1300, Ext. 2515

BOOKSTORE
Room D1601, Ext. 2296

CAFETERIA (Vending machines available when cafeteria is closed)
1st Floor, D Wing, Ext. 2295

CAMPING AND RECREATIONAL EQUIPMENT RENTAL
Student Resource Office, Room A1803, Ext. 2569

CAMPUS MINISTRIES
Student Center, Room A2200, Ext. 2123

CERTIFICATION OF ATTENDANCE
Registrar's Office, Room C1200, Ext. 2165

CHECK CASHING
Cashier, Room C1701, Ext. 2171-2172

CHILD CARE CENTER
Room A1700, Ext. 2552

CLUBS AND ORGANIZATIONS (Student Organization Council)
Office of Student Life, Room A1805, Ext. 2569

COLLEGE OF ARTS AND SCIENCES (CAS), DEAN'S OFFICE
Room E2400, Ext. 2441/42

COLLEGE OF BUSINESS AND PUBLIC ADMINISTRATION (CBPA), DEAN'S OFFICE
Room C3100, Ext. 2241

COLLEGE OF EDUCATION (CE), DEAN'S OFFICE
Room D3200, Ext. 2355

COLLEGE OF HEALTH PROFESSIONS (CHP), DEAN'S OFFICE
Room F2205, Ext. 2335

COMMENTS/COMPLAINTS/SUGGESTIONS

Hot Line (312) 534-0222

Dean of Student Affairs and Services, Room C1600,
Ext. 2553-2554

COUNSELING (CAREER/PERSONAL/SOCIAL)

Student Development, Room B1400, Ext. 2413

CREDIT THROUGH EVALUATION OF EXPERIENTIAL LEARNING (CEEL)

Office of Assessment, Room F1300, Ext. 2515

DUPLICATING SERVICES

Planning Building, Ext. 2191, 2192

EMERGENCY PROCEDURES AND FIRST AID

Public Safety, Room C1900, Ext. 2198

FINANCIAL ASSISTANCE - SCHOLARSHIPS, LOANS, GRANTS, ETC.

Office of Financial Aid, Room C1500, Ext. 2161, 2162, 2157

GRADUATION REQUIREMENTS

Registrar's Office, Room C1200, Ext. 2165

HEALTH INSURANCE

Student Development, Room B1400, Ext. 2413

ID CARDS

Student Resource Office, Room A1803, Ext. 2569

INFORMATION OFFICE

Main Lobby, Ext. 2464

Information (Recorded message; daily events; emergency closings), (312) 534-0033

JOB PLACEMENT (Full-Time)

Placement Office, Room B1400, Ext. 2163

LOCKERS

Student Resource Office, Room A1803, Ext. 2569

LOST AND FOUND

Student Resource Office, Room A1803, Ext. 2569

NEWSPAPER, INNOVATOR

Room A1801, Ext. 2140

PARKING DECALS

Cashier, Room C1701, Ext. 2171, 2172

PART-TIME WORK (On or Off Campus)

Office of Financial Aid, Room C1500, Ext. 2161, 2162, 2157

PUBLIC TRANSPORTATION SCHEDULES

Information Office, Main Lobby, Ext. 2464

SPECIAL PROGRAMS AND CONTINUING EDUCATION

Workshops and Off-Campus Courses

Room F1300, Ext. 2121

STUDENT GRIEVANCES (Nonacademic)

Dean of Student Affairs and Services, Room C1600, Ext. 2553

STUDENT LIFE STAFF OFFICE

Room A2200, Ext. 2123, 2124

STUDENT CENTER

Room A2200, Ext. 2124

STUDENT PROGRAM ACTION COUNCIL

Room A1805, Ext. 2569

STUDENT SENATE OFFICE

Room A1802, Ext. 2260

TEXTBOOKS AND SUPPLIES

Bookstore, Room D1601, Ext. 2296

TRANSCRIPTS

Registrar's Office, Room C1200, Ext. 2165

TUITION AND FEE PAYMENT

Cashier, Room C1701, Ext. 2171, 2172

TUTORING/RESEARCH PAPER/STUDY SKILLS ASSISTANCE

Center for Learning Assistance, Room A2100, Ext. 2238

Testing Policy—Writing and Basic Mathematics Skills Assistance

UNIVERSITY LIBRARY

Room D2100, Ext. 2323

VETERANS AFFAIRS/BENEFITS

Office of Financial Aid, Room C1500, Ext. 2126

WOMEN'S REFERRAL SERVICE

Women's Resource Center, Room E1603, Ext. 2435

YMCA — POOL, GYM, RACQUETBALL

1st Floor, A Wing, (312) 534-5800



GOVERNORS
STATE
UNIVERSITY
University Park, IL 60466-0975

Nonprofit
Organization
U.S. POSTAGE
PAID
Park Forest, IL
Permit No. 178



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